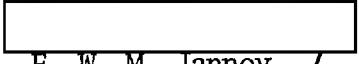DD/A Registry
96 - 4181

17 AUG 1976

MEMORANDUM FOR: Assistant for Information, DDA

FROM : F. W. M. Janney
Director of Personnel

SUBJECT : Automated Decisionmaking Systems

REFERENCE : DDA Memo to Heads of DDA Offices,
dated 4 August 1976, same subject

The Report of Automated Decisionmaking Applications

for the Office of Personnel is attached.

F. W. M. Janney

STATINTL

Attachment

REPORT OF AUTOMATED DECISIONMAKING APPLICATIONS

OFFICE: Office of Personnel   DATE: 12 August 1976

Automated Decisionmaking Applications

Definition

"Automated decisionmaking applications are com-
puter programs that initiate action (through output)
on the basis of programmable decisionmaking criteria
established by management and incorporated in computer
instructions. The distinguishing characteristic of
these applications as compared to other computer appli-
cation programs, is that many of the computer's actions
take place without manual review and evaluation."
(From GAO report.)

1. Briefly describe any computer application for your Office that should be included within the foregoing definition for automated decisionmaking applications. Indicate the kind of automatic action (or form) that is initiated by the computer?

1. The only applications in the Personnel systems which could remotely be construed as automated decisionmaking by computers are:

a) Block change routines wherein changes to values in dictionaries initiate changes in individual employee records. A report of employees affected is generated for review. Examples:

   1) Salary tables - A notification of the change is also produced for the employee.

   2) Organizational titles

   3) Occupational titles

   4) Career Service designations, etc.

b) Automated reassignments in cases of reorganizations whereby an employee is moved with his position or dropped to a pending reassignment status if his position is deleted. These changes are reflected on the next Staffing Complement report. A special listing is produced of employees whose positions have been deleted.

2

2.   Based on your review of all administrative procedures, criteria, computer programs, etc. pertaining to each of the automated decisionmaking applications described in 1, indicate your assessment of the possibility and probability of improper actions, the extent to which improper actions have or may be occurring, and the monetary value of these improper actions.

In our opinion the two applications are proper utilization of computer power and result in prompt and equitable treatment of employees, saving the Agency the expense of preparing and processing individual personnel actions to update employee records to reflect management actions.

3

3. Identify and describe actions which you are implementing to minimize or correct improper actions described in 2.

Not applicable.

4

DDA Registry
76 - 4112

ODP 1595-76
1 6 AUG 1976

MEMORANDUM FOR: Assistant for Information, DDA

FROM   :   Clifford D. May, Jr.
                  Director of Data Processing

SUBJECT   :   Automated Decisionmaking Systems

REFERENCE   :   Memo fm A/DDA, dtd 4 August 1976, Same Subject

    1. We have reviewed computer applications used in support
of ODP management activities and determined that none of them
involve automated decisionmaking applications as defined in the
GAO report.

    2. We have left to other offices, such as Finance, Logistics,
etc., the responsibility for reporting any of their applications
which may be classified as "automated decisionmaking systems"
and which may be processed on ODP computer systems.

STATINTL

Clifford D. May, Jr.

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OTR - Neg.